

## Inspire Partnership Trust Learning Support Assistant & Midday Supervisor Job Description

Role:	Learning Support Assistant and Midday Supervisor
Location:	Forest Academy
Contract and salary:	Fixed-Term and Term-Time Only (plus INSET Days)
Reports to:	Headteacher
Working Hours:	8:30am – 3:30pm

### Purpose of Job – Learning Support Assistant

To support the class teacher in the teaching and welfare of the children to attain the targets set in their personal learning. There may be a requirement to work with children with statements or additional educational needs throughout the Key Stages.

## Duties and Responsibilities - Learning Support Assistant

- Provide teaching support under the guidance of the class teacher to children in all areas of the curriculum, individually or in small groups, children with EHCPs and/or children with additional educational needs to aid teaching in the classroom.
- To work with the class teacher and SENCo to assist in drawing up and undertaking the delivery of the individual pupil learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individual's targets.
- Assist the teacher with observation and monitoring of the progress of children, maintaining accurate records within the special needs provision to ensure documentation of all interventions with the children.
- To prepare differentiated work/materials for pupils' use (under the direction of the teacher).
- Promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.
- Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.
- To ensure that children receive their statutory duty of care in a caring environment.
- To participate in in-service training and attend staff meetings where appropriate.
- To supervise pupils in the school's premises according to agreed rotas.
- To always respect confidentiality.
- To hold regular liaison time with the class teacher / SENCo and other support staff involved in the classroom.
- To act in accordance with the equal opportunities policy, health and safety policy and confidentiality guidelines.

### Organisation

- Responsible to Headteacher
- The post holder is responsible to the class teacher on a daily basis
- The post holder has no direct supervisory responsibilities.

## Safeguarding - Learning Support Assistant

The Inspire Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The jobholder will be subject to an Enhanced DBS and Barred List check and be expected to follow all safeguarding policies and procedures

This job description and allocation of responsibilities may be amended following discussion with the Headteachers and should be reviewed annually.

## Personal Specification - Learning Support Assistant

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Level 1 or 2 Diploma (or equivalent) with proficient practical skills.</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Previous experienced of working with children.</li> </ul>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>Numeracy and literacy skills.</li> <li>Basic IT skills.</li> <li>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> </ul>

## Purpose of Job – Midday Supervisor

To ensure the safety, welfare and good conduct of pupils during the midday break, in accordance with the practices and procedures of the school.

## Duties and Responsibilities – Midday Supervisor

- Supervise pupils in the dining areas, lining up, on playgrounds, playground equipment and during wet breaks or in other parts of the school premises, as directed by the Senior Midday Meals Supervisor.
- Use the school's behaviour management strategies to promote good standards of behaviour and good table manners.
- Assist in dealing with challenging behaviours and report such matters to the class teacher, Headteacher.
- Ensure health & safety/school security/child protection procedures are upheld.
- Provide welfare support to the pupils of the school, including undertaking basic first aid duties.
- Change clothes, clean and care for the personal cleanliness of the children as appropriate.
- Engage children in developmental play in the playground and run lunchtime clubs as required.
- Assist with seasonal events, e.g. Sports Day, Christmas parties etc.

### Organisation

- Responsible to Headteacher
- The post holder has no direct supervisory responsibilities.

## Safeguarding – Midday Supervisor

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This job description and allocation of responsibilities may be amended following discussion with the Headteacher and should be reviewed annually.

## Person Specification – Midday Supervisor

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Level 1 or 2 Diploma (or equivalent) with proficient practical skills.</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Previous experienced of working with children.</li> </ul>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>Numeracy and literacy skills.</li> <li>Basic IT skills.</li> <li>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> </ul>
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